



VACANCY ANNOUNCEMENT HR-005/2008

OPEN TO: All Interested Candidates

POSITION: **Economic/Commercial Assistant**

OPENING DATE: February 14, 2008

CLOSING DATE: February 29, 2008

WORK HOURS: 40 hours/week

GRADE/SALARY: To be determined. If further information required, please contact the Human Resources office.

ALL ORDINARILY RESIDENT APPLICANTS MUST HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.

The U.S. Embassy in Monrovia is seeking an individual for the position of **Economic/Commercial Assistant** in the Economic Commercial Office.

BASIC FUNCTION OF POSITION

Under the direct supervision of the Mission's Economic Officer(s), the incumbent is responsible for maintaining contacts with the government and business community in order to provide timely and accurate analysis and reporting on the Liberian economy, and on trade and investment opportunities for U.S. firms in Liberia.

MAJOR DUTIES AND RESPONSIBILITIES:

1. Prepare reports on the status of key economic sectors of the Liberian economy, including natural resources, agriculture, banking/finance, telecommunications and services. Observe and report on Liberia's association with key international financial, banking, environmental and maritime institutions. Analyze and track the development and implementation of government policies to promote economic growth and good economic governance.
2. Promote U.S. trade by maintaining contacts with Liberia's principal private sector trade and investment organizations, business associations, including the Chamber of Commerce, and government ministries and agencies.
3. Create and maintain a commercial library that includes reference materials on trading with the United States and on the customs, rules and regulations of doing business in Liberia. Assist in crafting strategies to gain Government of Liberia support for USG initiatives in key international trade, banking, and maritime institutions including but not limited to the World Trade Organization (WTO), the World Bank, International Maritime Organization (IMO).

QUALIFICATIONS REQUIRED

A. Education: Bachelor's Degree in Economics or equivalent in Business, Banking & Finance, or International Trade.

B. Prior Work Experience: Minimum of three years progressive working experience in business, economics, market research, trade promotion and/or commercial banking.

C. Language Proficiency: Level IV (strong writing skills) in English is required.

D. Job Knowledge: The position requires extensive knowledge and understanding of economic fundamentals, business customs and practices, trade procedures, Liberia's laws and regulations and economic policy-making procedures.

E. Skills and Abilities: This position requires excellent contacts in business/trade/financial and government circles. The ability to continually develop and maintain contacts in the government

and private sector is important. Ability to obtain and evaluate data, quickly prepare accurate and concise reports and seek higher level assistance.

SELECTION PROCESS

When fully qualified, US Citizen Eligible Family Members (USEFMs) and US Veterans are given preference. Therefore, it is essential that the candidate specifically address the required qualifications above in the application.

ADDITIONAL SELECTION CRITERIA

1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.
3. Current Ordinarily Resident employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report are not eligible to apply.
4. Currently employed US Citizen EFMs who hold a Family Member Appointment (FMA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment.
5. Currently employed NORs hired under a Personal Services Agreement (PSA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment unless currently hired into a position with a When Actually Employed (WAE) work schedule.

TO APPLY

Interested applicants for this position must submit the following or the application will not be considered:

1. Optional Application for Federal Employment (OF-612); or Applying for a Federal Job (OF-510); or
A current resume or curriculum vitae that provides the same information as an OF-612 or OF-510; plus
2. Candidates who claim U.S. Veterans preference must provide a copy of their Form DD-214 with their application.
3. Any other documentation (e.g., essays, certificates, awards, copies of degrees earned) that addresses the qualification requirements of the position as listed above.

Please note that the OF-612 is only to be used by currently employed U.S Embassy Employees.

SUBMIT APPLICATION TO

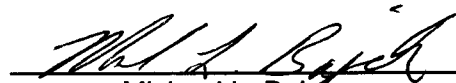
Management Counselor
Application for **Economic/Commercial Assistant**
American Embassy
P.O. Box 98
1000 Monrovia 10 Liberia
Drop in application box at Gate #2

Please include point of contact information including full name and telephone number.

A copy of the complete position description listing all duties, responsibilities and definitions is available at http://monrovia.usembassy.gov/human_resource2.html, or in the Human Resources Office.

CLOSING DATE FOR THIS POSITION: (February 29, 2008)

Drafted: BBM
Cleared: DC
Approved: MB


Michael L. Bajek
Management Counselor